Configure Apple's Mail.app with UNCP's Office 365 for Faculty & Staff

			System Pre	eferences		Q Se	arch
General	Desktop & Screen Saver	o∎eo Dock	Mission Control	Language & Region	Security & Privacy	Q Spotlight	Notifications
Displays	Energy Saver	Keyboard	Mouse	Trackpad	Printers & Scanners	Sound	Startup Disk
iCloud	Internet Accounts	App Store	Network	Bluetooth	Extensions	Sharing	
Users & Groups	Parental Controls	Siri	Date & Time	Time Machine	Accessibility		
Chromemot Desktop Hos	Flash Player	Java					

Open System Preferences, and select Internet Accounts.

••• • • • • Q Search Internet Accounts Internet Accounts sets up your accounts to use with Mail, Contacts, Calendar, Messages, and (a)other apps. iCloud iCloud iCloud Drive, Photos, Safari Outlook Eß E Exchange Mail, Contacts, Calendars Twitter Twitter Google Facebook Facebook Twitter 😏 facebook Linked in ? VAHOO! +

Select **Exchange** as the new account type.

			Manager and	
other apps	E	🛙 Exchange	messages, and	
iCloud iCloud Drive, I	To get started, fill out the	following information:		
Outlook	Name: Mich	ame: Michael W. Pruitt		
Twitter	Email Address: mich	Email Address: michael.pruitt@uncp.edu		
Twitter	Password:	•••••		
Facebook Facebook			_	
	Cancel	Back Sign I	n	
		faceboo	ok	
		Linked	n.	
		Vahoo	?	

Enter your name, email address, and password. Click on Sign In.

		Internet Accounts	C Search
Internet Ac other apps		E Schange	Messages, and
iCloud iCloud Drive, I	To get started, fill ou	ut the following information:	
Outlook	Name:	Michael W. Pruitt]
Twitter	Email Address:	michael.pruitt@uncp.edu]
Twitter	User Name:	Automatic]
Facebook Facebook	Password:	•••••	
		Unable to verify account name or password.	
	Cancel	Back Next	
		facebook	
		Linked in	
$\left - \right $?

If auto-detection fails, you will see the following screen.

		Internet Accounts	Q Search
Internet Ac other apps		Exchange	Messages, and
iCloud iCloud Drive, I	To get started, fill o	ut the following information:	
Outlook	Name:	Michael W. Pruitt	-
Twitter	Email Address: micha User Name: pruitto	michael.pruitt@uncp.edu	
Twitter		pruitt@uncp.edu	
Facebook Facebook	Password:	•••••	
		Unable to verify account name or password.	
	Cancel	Back Sign In	
		facebook	
		Linked in.	
+			?

Enter your *username* with *@uncp.edu* following it, as bellow. Click on **Sign In**.



Verify that the features you wish to use are checked and click on **Done**.